

## Job posting preview

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<b>Bulletin Number</b>	10940BR
<b>Type of Recruitment</b>	Interdepartmental Promotional Opportunity
<b>Department</b>	Human Resources Countywide Exams
<b>Position Title</b>	SENIOR CLERICAL SERIES
<b>Rebulletin Information</b>	<b>THIS ANNOUNCEMENT IS A REBULLETIN TO REOPEN THE FILING PERIOD AND REVISE SPECIAL REQUIREMENT INFORMATION, SARALY UPDATE, JOB OPPORTUNITY INFORMATION AND APPLICATION AND FILING INFORMATION.</b>
<b>Exam Number</b>	R1140E
<b>Filing Type</b>	Open Continuous
<b>Filing Start Date</b>	11/24/2014
<b>Salary Type</b>	Monthly
<b>Salary Minimum</b>	2649.27 Minimum of Senior Clerk
<b>Salary Maximum</b>	3642.82 Maximum of Senior Typist Clerk
<b>Special Salary Information</b>	The salary schedules within the Senior clerical series are as follows: \$2649.27 - \$3555.73 - for Senior Clerk \$2715.09 - \$3,642.82 - for Senior Typist Clerk
<b>Position/Program Information</b>	<p><b><u>Senior Clerk:</u></b> Performs highly specialized clerical duties requiring a highly specialized knowledge of a particular function with responsibility for applying proper procedures and for carrying out the work with only general direction.</p> <p><b><u>Senior Typist-Clerk:</u></b> Does skilled typing work and performs highly specialized clerical duties requiring a highly specialized knowledge of a particular function with responsibility for applying proper procedures and for carrying out the work with only general direction.</p>
<b>Essential Job Functions</b>	<p><b>General Clerical Duties:</b> Answers questions that require such things as searching for and abstracting technical data and detailed explanation of laws policies, or procedures, checks non-routine applications, collects variable fees, etc., and refers only unusual inquiries to his immediate supervisor.</p> <p>Checks legal documents such as writs, petitions, warrants, maps, purchase orders, claims and bonds for form, validity, and compliance with legal requirements in cases requiring the application of highly specialized knowledge and the resolution of debatable points, and where a mistake in judgment may entail serious consequences.</p> <p>Makes statistical computations and analyses, estimates of tax values, fees, etc., where specialized knowledge of laws, policies, and procedures are involved to an unusual degree, as in recording of documents, property assessment, and tax collections.</p> <p>Reviews, records, and maintains time records for employees in a given organizational segment of a County department by using the Countywide</p>

Timekeeping and Payroll Personnel System (CWTAPPS) and eHR Timekeeping and Payroll Personnel System.

Provides interpretations, to supervisory/management staff and employees, of County codes, policies and MOU provisions related to payroll where a specialized knowledge of payroll timekeeping practices and application is essential; the more complex interpretations are made by higher level payroll staff.

Advises employees on problems within his jurisdiction and, on his own initiative, makes such decisions as are permissible.

Reviews for accuracy and conformity to established procedures the work of others performing preliminary operations in the course of the flow of work.

Makes final check of permits, authorizations, etc., without higher level review.

Prepares correspondence requiring the application of highly specialized knowledge and discrimination in the selection of data or interpretation of data or interpretation of laws, rules or policies.

Supervises a small section or unit engaged in related work where responsibility for supervision is subordinate to the performance of the highly specialized clerical work, as needed.

**Additional duties specific to typing positions:**

Types and processes court orders, minutes, petitions, and other legal documents requiring the analysis of complex source material and a thorough familiarity with the various legal codes in order to obtain the necessary data.

Routinely accesses such office equipment as video display terminals, word processors, or personal computers to input data, perform computations, or produce documents not requiring the formatting or programming of such equipment.

**Requirements**

**MINIMUM REQUIREMENTS:** Three years office clerical experience, one year of which must have been in a specialized clerical capacity\*.

ADDITIONAL TYPEWRITING SKILL REQUIREMENTS FOR TYPING POSITON:  
Senior Typist-Clerk: Ability to type at a rate of 40 net words per minute.

**Physical Class**

**Physical Class II – Light:** Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s)  
Required**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Special  
Requirement  
Information**

\*Specialized clerical capacity means experience performing specialized clerical duties in a defined subject matter area with continuing responsibility for projects, questions, or problems that arise within an area of a program or functional specialty. This requires knowledge of rules, regulations, and other guidelines relating to completing assignments in the program area assigned. Such experience is gained at the level of Los Angeles County's class of Intermediate Clerk or Intermediate Typist Clerk.

**Examination  
Content**

This examination will consist of **TWO (2)** parts: :

**Part 1:** A written test weighted 100% that consists of both computerized and paper-and-

pencil components.

**Section 1:** A Broad-Based Employment Skills Test (B-BEST), which consists of written expression, reading comprehension, data analysis and decision-making, office practices and procedures, and customer service.

**Section 2:** A paper-and-pencil written test which consists of supervision

**Section 3:** A computerized Work Styles Assessment (WSA), covering Potential for Success, Dependability, Customer Service, Conscientiousness, Commitment, and Customer Focus.

Candidates who are unsuccessful on the written test will be notified by mail. **Written scores cannot be given over the telephone.**

**Part 2:** A qualifying typing performance test.

A typing performance test will be administered to candidates who successfully pass the written portion of this examination and wish to be placed on the **Senior Typist-Clerk** register. Candidates will be allowed **ONLY ONE (1)** attempt to pass the typing performance test within 12 months from the date of their written test. Candidates' resulting typing scores will be applied to the appropriate lists and placed on the corresponding registers.

The following candidates are **NOT** required to take the County typing test:

Those candidates who currently hold or have held a typing position with the requisite words per minute in the service of the County of Los Angeles;

**OR**

Those candidates who have taken and passed a Los Angeles County typing performance test at the required words per minute administered by a County Department. Passing scores on record with the Department of Human Resources will be transferred automatically. Applicants who have met the typing requirement in another department must attach a copy of their typing certificate to their application at the time of filing. **Only certificates issued by a Los Angeles County Department or the Department of Human Resources will be accepted.**

**This examination contains test parts that may be used in the future for new examinations. Upon acceptance of on-line application, your score will be transferred to the new examination and may not be allowed to re-take any identical test part(s) for at least a year.**

**TRANSFER OF SCORES:**

**Candidates who have taken the identical written test(s) for other exams within the last 12 months will have their written test scores for the identical test part(s) automatically transferred to this examination.**

**This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and you may not be allowed to re-take any identical test parts for at least a year.**

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

ALL NOTIFICATIONS WILL BE MAILED VIA UNITED STATES POSTAL SERVICE (USPS).

Applicants must meet the Minimum Requirements and receive a passing score of 70% or higher on the weighted part of the examination in order to be placed on the Eligible Register.

**Special  
Information**

Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at: <http://hr.lacounty.gov>.

Please click on "Job Info Center".

You can also access practice tests for the computerized version of the test by going to the following website:

<http://service.shl.com/shl-on-demand-candidates/index.php?action=showEntry&data=1444>

**While these study guides will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.**

**Vacancy  
Information**

The resulting eligible register for this examination will be used to fill vacancies throughout the County of Los Angeles.

**Eligibility  
Information**

Applications will be processed on an "as-received" basis and those earning a passing score will be promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of 12 months following the date of promulgation.

**NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.**

**Available Shift**

Any

**Job Opportunity  
Information**

**Restricted to permanent employees of the above Department who have successfully completed their initial probationary period. Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service. Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service at the time of filing or by the last day of filing.**

**Verification of Experience:** Experience gained in a position performing similar kinds of work which provides the knowledge, skills, and abilities required for the higher level position will be accepted. Experience claimed will be verified and evaluated to determine if the type, level or length of experience is qualifying. Applicants must supply sufficient information for this evaluation to be made. Applicants claiming such experience in County service must present, at time of filing, written proof of this experience in a Verification of Experience Letter approved by their Departmental Human Resources Manager or authorized representative. Credit will only be given for out-of-class experience to meet the minimum requirements/selection requirements only.

**Withhold Information:** Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

**Application and  
Filing  
Information**

**ONLINE FILING INSTRUCTIONS:** Applicants are required to submit a standard Los Angeles County Employment Application online only to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of online applications, although resumes may be uploaded as attachments to online applications. Applications will not be

accepted by mail, fax, or in person. Applicants must submit their applications on the last day of filing.

**APPLICATION INSTRUCTIONS:** Apply online by clicking the link that reads "Apply to Job." You can also track the status of your application using this system. Any required documents must be uploaded before the promulgation of the list. We must receive your application and additional documents, if any, by the last day of filing.

**We must receive your application by the last day of filing. We may close this examination without prior notice.**

The acceptance of your application depends on whether you have clearly shown that you meet the minimum requirements. Please fill out the application completely and correctly to receive full credit for any related education, training and job experience. In the space provided for education, include the names and addresses of schools attended, titles of certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, total number of hours worked and salary earned. Direct copies of class specifications and minimum requirements as your description of duties will not be sufficient to meet requirements. If your application is incomplete it will be rejected. All information supplied by applicants is subject to verification. We may reject your application at any time during the selection process.

**This examination will remain open until the needs of the service are met and are subject to closure without prior notice.**  
**Application filing may be suspended at any time without advance notice.**

**COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:** For candidates who may not have regular access to a computer or the Internet, applications can be completed on computers at public libraries throughout Los Angeles County.

**NO SHARING OF USER ID AND PASSWORD:** All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

**SOCIAL SECURITY NUMBER:** All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

**County of Los Angeles Information**

**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

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<b>Job Field</b>	Clerical
<b>Job Type</b>	Administrative Support

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